DOCUMENT RESUME

ED 222 306 RC 013 623

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TITLE Midwest Youth Employment and Training Program. Part-Time Work Experience Program. Texas Participant Manual.
INSTITUTION Midwest Youth Employment & Training Program, Chicago, IL.
PUB DATE Aug 81
NOTE 14p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Career Awareness; Grievance Procedures; High Schools; *High School Students; Records (Forms); Student Employment; Student Evaluation; *Student Responsibility; Student Rights; *Work Study Programs
IDENTIFIERS *Part Time Work Experience Program; *Texas

ABSTRACT

The Texas Part-Time Work Experience (PT-WEX) Program gives migrant high school students an opportunity to (1) explore their work and personal values and interests; (2) apply and learn skills in a job after school; (3) develop new career choices; and (4) obtain job experience. This manual provides participants of the PT-WEX program with some information they need to know about the program and gives them some tips on how to get along with their supervisors and co-workers. The manual provides information on the program's goals, the orientation the participants receive, the roles of the counselor and supervisor, evaluation of participant's progress, time sheets and paychecks, grounds for dismissal from the program, grievances, rights and benefits as a participant in the PT-WEX program, and complaint resolution procedure. Some tips for participants on staying with the job are provided. The manual also includes copies of the youth evaluation form and the PT-WEX program participant time sheet. A list of important things to know provides space for such information as the name, address, and phone number of the participant's worksite, supervisor, and counselor; dates of employment; hours of work; time records; salary; and who to notify if paycheck is lost. (NQA)

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Texas Participant Manual

MIDWEST Y.E.T.P.
PART-TIME WORK EXPERIENCE PROGRAM
PARTICIPANT MANUAL
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INTRODUCTION

Welcome to the Part-Time Work Experience Program. If you are a former participant of the Midwest Youth Employment and Training Program, you are probably aware of all the different and exciting projects YETP offers. For information about the many programs that operate during the summer in the following Midwestern states: Illinois, Ohio, Indiana, Wisconsin, Minnesota, Iowa, contact your YETP Counselor.

The Texas PT-WEX winter program is an opportunity to explore your work and personal values and interests; to apply and learn skills in a job after school; to develop new career choices; and to provide job experience. This manual will provide you with some vital information which you will need to know about the program and give you some tips on how to get along with your supervisors and co-workers. KEEP IT HANDY AND READ IT!

Once again, welcome to the Texas Part-Time Work Experience Program. We ask for your cooperation in making this a meaningful and successful experience.

THE GOALS OF THE PROGRAMS

By the time the program ends, you should have achieved most of the following goals:

1. A better understanding of the world of work.
2. A knowledge of employer expectations (the need to be punctual, wise use of time, avoiding unnecessary absences, etc.)
3. A productive, positive attitude on the job.
4. Employability skills.
5. An awareness of your interests and possible careers that fit your personal goals.
6. A better understanding of the steps needed to find and explore your vocational choice.

These goals can be achieved through your alert and sensitive participation on the job and in the counseling sessions.

We hope that you stay in school until you have earned the education and training necessary to reach your vocational or career goals.

During the time you are in the program, you will see things which can be improved. We would appreciate any suggestions you have for improving the program next year. Tell your counselor or your supervisor.

At the end of the program, you may be asked to complete a form evaluating the program. Be honest and complete so we will know where improvements can be made.

ORIENTATION

All participants must go through an orientation program before reporting to the job. During orientation, you will be:

a) Introduced to the Part-time Work Experience program staff members, that will be working with you.

b) Informed about what jobs are available, assisted in selecting a job and what will be expected of you at the job site.

c) Given a copy of this manual which will be reviewed at that time.

d) Oriented to how the Midwest Y.E.T.P. functions.

COUNSELING

When you are enrolled in the program, a counselor will be assigned to you. If you have a problem, no matter how small you can discuss it with your counselor. It is the counselor's responsibility to help you have a good experience in the program. He/she will make regular visits to your job to talk with you and your supervisor to see how you are doing in your job. Your counselor will give you a telephone number to call if you are having any problems. He/she can help with problems on the job, and will know of many ways to find help for you to solve problems with your health, your family or legal authorities. Call your counselor, especially if your problems are affecting your performances on the job or in class.

YOUR SUPERVISOR AND YOU

When you start a job, your employer will name a person to act as your supervisor. If you are not told the name of your supervisor as soon as you start your job, ask!

Your supervisor has the job of showing you the work that is to be done and how to do it best in a safe way. To do this, your supervisor will tell you about your job and your agency. He/she will demonstrate the work to be done and skills necessary to do the work well. If machinery or special equipment is used on your job, your supervisor will show you how to care for and use it.

You can help in these efforts and make the job an enjoyable and good learning experience by listening and following instructions. As your supervisor gives you instructions, try to repeat them to be sure you understand. If you are given a lot of instructions at one time, you may want to write them down. If you need more help or explanation about a task or job, ask questions. Your supervisor is also learning from you and can do his/her job better if he/she is aware of your problems. Do not run away from problems or make believe they are not there. If you have any problems with your job, let your supervisor know right away so that they can be cleared up easily.

You may be placed in different jobs as part of your work experience to give you wider experience and to show you new skills. Be ready to take on new tasks.

EVALUATION

Several times during the program, your supervisor will be evaluating your work performance on the form included in this manual. This is an opportunity for you to see how well you are doing on the job and what things you need to do to become a better worker.

After the supervisor has completed the form, he/she and your counselor will meet with you to discuss it. If you do not agree with what the evaluation says about you, explain to your supervisor and counselor why you believe the evaluation is not correct. You will then be asked to sign the evaluation form and indicate whether you agree or disagree with it. If after talking it over with your supervisor and counselor you still disagree, you may write on the back of the form or a separate piece of paper the reasons you disagree, and your supervisor must attach it to the evaluation. The evaluation form is confidential—it will not be shown to or discussed with anyone but your supervisor, your counselor, and the Interstate Youth Coordinator of Y.E.T.P.

The purpose of the evaluation is to measure your progress and to help you improve yourself.

YOUTH EVALUATION FORM

The purpose of this evaluation is to provide you with an overview of your performance monthly as well as to provide some feedback on your strengths and weaknesses. Your supervisor will complete the following form and you should sign as agreeing/disagreeing with this evaluation. If you disagree, attach a separate sheet showing areas of disagreement.

.....	.....
Name	Date
.....	.....
Job Site & Address	Job Title

I. Attendance	Superior	Above Average	Average	Below Average	Inadequate
Attendance to date is					
Punctuality (arrives on time)					
Calls in when absent					
II. Job Performance					
Ability to Understand Job Duties					
Quality of Work					
Completes work on time					
Follows directions					
Use of working time					
Accuracy in work					
Working knowledge of machines, tools & materials					
Works Well with only normal supervision					

Does Well At:

Skills Learned to Date:

III. Personal Job Related Characteristics

Appearance					
Thoroughness in completing work					
Plans Ahead					
Cooperates with supervisors and co-workers					
Accepts constructive criticism					
Attitude toward					
Self					
Others (specify)					
Job					

IV. Overall Performance

V. The enrollee needs work on:

I, as the immediate supervisor have done the following to help the enrollee improve his/her performance:

I, as the immediate supervisor, plan to do the following to help the enrollee improve his/her performance:

VI. Comments and Suggestions:

....

Supervisor's Signature DATE

I certify that I have seen the evaluation on ..... (Date) and I agree ..... disagree ..... .

....

Enrollee's Signature DATE

Reviewed in the IMC office by .....

Action Taken:

TIME SHEETS AND PAYCHECKS

You will be paid minimum wage but only for the time you actually work or are receiving tutoring services (only if approved by your school).

Your supervisor will keep a time sheet to record your hours every day, and he/she will sign it. You must also sign it in order to be paid. The supervisor will give your signed time sheet to your counselor, who will see to it that it is delivered to the payroll department so your paycheck can be completed and written.

You will be told by your counselor when and where you will receive your payheck. You must sign your name to receive your paycheck. Always sign your timesheets and payroll sheets the same way each time.

TIPS ON STAYING WITH YOUR JOB

Keeping a job requires more than the ability to do it well. Some points for you to consider are:

1. Show up every day.
2. Come to work on time.
3. Find out how you are doing.
4. Listen and ask.
5. Keep busy.
6. Do your best.
7. Take care of your personal appearance.
8. Be friendly.
9. Observe safety rules and regulations.

DO NOT:

a) Loaf on the job
b) Take long breaks
c) Smoke or eat while on the job
d) Be disrespectful
e) Be dishonest
f) Quit without first talking with your supervisor and your counselor.

DISMISSAL FROM THE PROGRAM

You may be dismissed from the program if you frequently:

a) Fail to be on time
b) Are absent without good cause
c) Fail to do your job or follow the instructions of your supervisor
d) Are dishonest
e) Are disrespectful

Other grounds for dismissal from the program include:

a) Stealing or receiving stolen property while on the job or during counseling sessions
b) Using, selling or receiving any form of narcotics, drugs, or alcoholic beverages while on the job and counseling sessions
c) Quitting or walking off the job without notification

GRIEVANCES

If you have a complaint or problem, first you should contact your counselor. He/she will help you to solve the problem. If you are not satisfied with the solutions made by your counselor, you may contact the Interstate Youth Coordinator for an appointment to discuss the problem. If no solution is reached at this level, then the formal grievance procedure may begin and your counselor will tell you how to begin that procedure.

MIDWEST Y.E.T.P.
YOUR RIGHTS AND BENEFITS AS A PARTICIPANT IN THE PART-TIME WORK EXPERIENCE PROGRAM

As a Y.E.T.P. participant, you cannot be required to work in buildings or surroundings which are unsanitary, hazardous, or dangerous to your health and safety. Public Law 89-286 relating to health and safety conditions applies to employment.

Once you are enrolled in a government program, you are entitled to the same training and job opportunities as everyone else similarly employed. This means as a job seeker, worker, or trainee you must be treated equally. You cannot be discriminated against by your employer or anyone else connected with this program because of your race, color, sex, creed, age, religion, national origin, disability or political affiliation. You must be treated equally in terms of any placement, transfer, education or termination you may receive.

You shall not be treated differently than other participants, of the same employing agency doing similar work. Your chances of promotions or pay

increases cannot be more or less favorable than those of participants of the employing agency doing the same type of work as you.

When the Illinois Migrant Council takes an adverse action against a participant such procedures shall also include a written notice setting forth the grounds for the adverse action and give the participant an opportunity to respond.

The Comprehensive Employment and Training Act requires that any participant has the right to file a complaint if that person has been the subject of adverse action or discrimination. Any participant has the right to file a complaint in accordance with the procedures listed on the previous page.

MIDWEST Y.E.T.P.
COMPLAINT RESOLUTION PROCEDURE

Below are stated the procedures by which you as a program participant may make any and all of your complaints or grievances heard and acted upon. Furthermore, the rules and regulations of the Department of Labor guarantees you the right to file such a complaint without fear of penalties or repercussions for exercising your right to a complaint.

STEP I

If you feel that you have received unjust treatment or that you may have a complaint against the program agent or personnel, and have not been able to satisfactorily agree on a solution with the program staff, you may file within 90 days in writing a formal complaint with the Youth Advisory Council which should be left with the program agent. A copy will also be mailed to:

EEO Officer
Illinois Migrant Council
202 South State Street
Chicago, Illinois 60604

At the time that a formal grievance is being filed, the participant will be informed that he or she may request the assistance of the staff in writing the complaint.

STEP II

No later than 20 days after the filing of the complaint, the Youth Advisory Council will hold an informal hearing and attempt to reconcile the complaint. The program agent will notify the EEO Office of the procedures.

STEP III

Within 5 working days of the hearing, the results or recommendations of the Youth Advisory Council will be given to the complainant and the EEO Officer.

STEP IV

If a mutual satisfactory agreement is not reached, the EEO Officer will try to negotiate a mutual agreement within 20 days. Another hearing may also be held with in the same 20 days.

STEP V

If there is no agreement reached in Step IV, the complaint will be brought to the Personnel Committee of the Illinois Migrant Council Board of Directors. If this body cannot resolve the situation, the matter will be forwarded to the Department of Labor, Employment and Training Administration, Office of Farmworker Programs, 601 D. Street, Washington, D.C. 20213.

IMPORTANT THINGS TO KNOW

1. Name, address, and telephone number of my worksite .....
   .....

2. Name, address and telephone number of my supervisor .....
   .....

3. Name, address and telephone number of my counselor .....
   .....

4. Dates of employment: Start on ..... End on .....

5. Hours of work ..... hours a week: ..... hours a day

6. Time records: I sign in and out at: .....
   .....

7. I am paid $ ..... an hour for each hour worked.

8. If I lose may paycheck I should notify: .....

9. I get my paycheck at. .....
   on ..... at .....
   (Day of week) (hour)

ILLINOIS MIGRANT COUNCIL
PART—TIME WORK EXPERIENCE PROGRAM
PARTICIPANT TIME SHEET

MAIL TO:
Texas Migrant Council
P.O. Box 917
Laredo, Texas 78040

PARTICIPANT NAME: .....
SOCIAL SECURITY NO: .....
COUNTY: ..... TOWN: .....
PARTICIPANT SIGNATURE: .....
DATE: ..... PAY PERIOD ENDING: .....

WORKSITE: .....
ADDRESS: .....
ZIP CODE: ..... COUNTY: ..... TOWN: .....
SUPERVISOR SIGNATURE: .....
DATE: .....

DAY	DATE	IN	OUT	IN	OUT	TOTAL HOURS
TOTAL HOURS 1ST WEEK:						

DAY	DATE	IN	OUT	IN	OUT	TOTAL HOURS
TOTAL HOURS 2ND WEEK:						

TOTAL HOURS IN PERIOD: ..... RATE: ..... GROSS: .....

DO NOT WRITE BELOW THIS LINE

.....

YOUTH COUNSELOR'S SIGNATURE: ..... DATE: .....